



**Chris Peek
Deputy County Manager/Chief of Staff
FY2014 Work Plan**

January 1, 2014

MeckLINK Transition	
Description:	Effectively transition MeckLINK employees and services to Cardinal Innovations.
Rationale:	Senate Bill 208 passed in June of 2013 requires that no MCO in the state of North Carolina be governed by county government.
Updates/Project Milestones: (January – April)	<ul style="list-style-type: none">• RIF finalized; Notifications made consistent with policy• Board of County Commissioners vote on transition agreement with Cardinal Innovations.• Employee transition services provided including resume development, placement services & benefit education• County employees transitioned/exited & final paycheck(s) received
Timeline:	Transition completed by April 1, 2014 to be compliant with the deadline imposed by the State.
Outcome/Measures:	Successful delivery of services identified in project milestones and compliance with state mandate.

Employee Time Capturing Development/Implementation	
Description:	Develop/Implement a technological system that allows County wage and hour employees to record the actual time that they begin/end work.
Rationale:	The current time capturing process in PeopleSoft allows broad discretion by employees and supervisors with regard to the recording of hours worked. The proposed system will accurately record the clock time when work begins/ends. This will improve the accuracy of our time worked records and improve the integrity of the employee payroll process. The successful implementation of this project will also require an adjustment to the current pay cycle in order to more accurately run payroll.
Timeline:	Implementation before year end 2014.
Updates/Project Milestones: (March – June)	<ul style="list-style-type: none">• Technology solution identified/acquired.• Begin communicating forthcoming changes to employees Items to be carried forward to FY15 work plan: <ul style="list-style-type: none">• Technology solution installed/tested• Implemented throughout the County
Outcome/Measures:	Successful accomplishment of established milestones within project budget.

Retiree Medical Plan Design Review
Description: Review and assess retiree medical plan options
Rationale: The retiree medical plan has basically remained unchanged since inception. There are new options available to provide the same or better level of coverage to retirees while potentially reducing the current costs as well as the long-term Other Post-Employment Benefits liability. These options will be reviewed in detail and considered by the County leadership.
Timeline: Review options by July 1, 2014.
Updates/Project Milestones: (March – June) <ul style="list-style-type: none"> • Evaluate options/retiree & fiscal impact • Recommend plan design/budget impact. • Develop and implement communications plan for active/retiree Items to be carried forward to FY15 work plan <ul style="list-style-type: none"> • Implement open enrollment activities (Item to be carried forward to FY15 work plan) • Plan implemented & operational (Item to be carried forward to FY15 work plan)
Outcome/Measures: <ul style="list-style-type: none"> • Successful accomplishment of established milestones. • Successful annual enrollment process for retirees.

Part-time/Temporary Employee Classifications
Description: Analyze, evaluate and implement new employee classification structure for part-time/temporary positions.
Rationale: County departments have used temporary classifications for positions that would be more accurately classified as part-time. This change will keep the County compliant with the hours worked/scheduling requirements associated with the Local Government Employees Retirement System and the Patient Protection and Affordable Care Act.
Timeline: Implementation July 1, 2014.
Updates/Project Milestones: (March – July) <ul style="list-style-type: none"> • Identify/evaluate required changes by department • Provide OMB with the necessary information for budget development. • Communicate changes to departments/employees • System updates/classifications completed
Outcome/Measures: <ul style="list-style-type: none"> • Successful accomplishment of established milestones. • Compliance with requirements from LGERS/PPACA

County Procurement Division
Description: Effectively support the initial phases for the establishment of a County Procurement Division
Rationale: The County has committed to the development of a procurement division with the intent of further leveraging the enterprise level purchasing volume while being more effective in tracking/managing cost savings and avoidance.
Timeline: Operational by January 1, 2015. (Work plan item will carry forward into FY15)
Updates/Project Milestones: <ul style="list-style-type: none"> Engage key stakeholders as part of developing business plan Select Procurement software vendor/develop implementation plan.
Outcome/Measures: <ul style="list-style-type: none"> Successful accomplishment of established milestones. Realize increased efficiency from current process (FY15) Determine opportunities for cost savings and provide recommendations to the County Manager (FY15)

Board's Strategic Agenda - Web Presence/Communications Improvement
Description: Effectively support/guide the evaluation and improvement of the County's web presence/communications.
Rationale: Opportunity exists for the County's web presence to be improved. This includes the utilization of best practices for web design, social media and other communications technology.
Timeline: Implementation July 1, 2014.
Updates/Project Milestones: <ul style="list-style-type: none"> Evaluate current web presence/strategy Compare County practices against best industry practices/benchmarks; Gather stakeholder feedback; Develop improvement plan. Implement/communicate initial changes
Outcome/Measures: <ul style="list-style-type: none"> Successful accomplishment of established milestones. Increase in Board satisfaction with website and communication mechanisms

Board's Strategic Agenda - Succession Planning Strategy

Description: Evaluate and develop an employee succession planning strategy for the County.

Rationale: County management has discussed the need for succession planning in prior years however a formal plan has not been approved. As long tenured employees continue to retire and/or the job market continues to rebound and individuals seek opportunities elsewhere, it is in the County's best interest to build internal capacity to be

Timeline: July 1, 2015

Updates/Project Milestones:

- Develop/present the County Manager with a recommended approach to succession planning
- Develop implementation timeline with key activities/decision points outlined

Outcome/Measures:

- Successful accomplishment of established milestones.

County Manager's Office Operations Assessment

Description: Analyze and evaluate the operations of the County Manager's Office and recommend improvement opportunities to the County Manager.

Rationale: With the change in County Manager and executive team/support structure, it is necessary to gain a detailed understanding of the current operations/processes within the Manager's Office. This includes, but is not limited to the assessment of standard operating procedures, job responsibilities, and work allocation and capacity. The intent is to identify areas for improved efficiency, effectiveness and cultural development.

Timeline: July 1, 2014

Updates/Project Milestones:

- Identify/evaluate workload distribution/capacity
- Develop/present plan to Manager for improved efficiency/work flow
- Evaluate current standard operating procedures
- Ensure all staff has well defined work plans/individual development plans (FY15)

Outcome/Measures:

- Successful accomplishment of established milestones.

Individual Development Plan

Development Goal: Professional development opportunities in local government management and human resources will be identified and completed.
Planned Actions/Resources: TBD

Leadership Competencies

Competencies	Examples
Building Trust	
Builds Collaborative Partnerships	
Leads Change	
Demonstrates Logical Decision Making	
Aligns Performance for Success	
Exhibits High-Impact Communication	

Annual Evaluation

	Weight	Rating (Exemplary, Successful, Needs Improvement)
Performance Objectives Rating	50%	
Competencies Rating	50%	
Overall Rating	100%	

Rating Scale: <3 Needs Improvement
 $3 \leq 4$ Successful
 $4 \leq 5$ Exemplary